

# e-TRAINING BROCHURE

## FOR ARIZONA SCHOOL NUTRITION PROFESSIONALS

Program Year 2021 October-January





# TRAINING OVERVIEW



The Arizona Department of Education (ADE) Health and Nutrition Services is proud to offer School Food Authorities (SFAs) operating the National School Lunch and School Breakfast Programs over 150 potential hours of training each year through self-paced online trainings, live and recorded webinars, in-person regional trainings, and professional development events. Although ADE is unable to offer in-person events for the foreseeable future, we are here to help you fulfill your training needs to successfully operate your programs, and to help you and your staff obtain the annual training hours required for Professional Standards. In this training brochure, you will find the training options available through January 2021. In December, look out for the spring training brochure for trainings offered during February-May. We look forward to working with you as you learn and grow professionally throughout this program year!

## ONLINE TRAINING

Online trainings are easy to use and available 24/7, 365 days a year on the [NSLP Training](#) webpage. Online trainings offered are in the way of "How-To Guides" and "Online Courses." Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects or as an introduction to a regulation. Some guides are also available in Spanish. No registration is required.

## LIVE & RECORDED WEBINARS

ADE's webinars allow directors, staff and school officials to learn about the National School Lunch Program (NSLP) requirements without the need for travel. ADE offers three regularly scheduled webinar series, as well as webinars that cover a variety of topics for all school nutrition employees throughout the program year. We will continue to offer pre-scheduled General Content webinars on topics that may be useful for your operation. Additionally, recognizing the potential changes in regulations or hot topics that arise during the school year, we will also schedule webinars on an *ad hoc* basis whenever necessary. Attend the live webinars for the opportunity to ask the trainer questions. [Online registration](#) is required for live webinars. Webinars are recorded and posted on the [NSLP Training](#) webpage.

## REGIONAL TRAINING

Regional trainings are held in-person in Phoenix, Flagstaff and Tucson (at a minimum). These trainings focus on specific NSLP regulations and are held in a classroom style format with an ADE trainer or as a drop-in workshop to work 1:1 with an ADE specialist. [Online registration](#) is required.

## PROFESSIONAL DEVELOPMENT

Attend ADE's Professional Development opportunities to help you grow as a school nutrition employee. Opportunities will be in the form of one-day workshops or conferences, usually held in Phoenix. [Online registration](#) is required.

# ONLINE TRAININGS: HOW-TO GUIDES



## 1000- NUTRITION

*\*Available in Spanish*

**NEW!** Step by Step Instruction: How to Submit a Meal Pattern Waiver in School Year 2020-2021

**NEW!** Step by Step Instruction: How to Complete the Medical Statement for Students with Special Dietary Accommodations

Step by Step Instruction: How to Plan a Lunch Menu\*

Step by Step Instruction: How to Plan a Breakfast Menu

Step by Step Instruction: How to Plan a Supper Menu Using the NSLP Meal Pattern

Step by Step Instruction: How to Plan a Supper Menu Using the CACFP Meal Pattern

Step by Step Instruction: How to Plan a Snack Menu for the Afterschool Care Snack Program

## 2000- OPERATIONS

### **Training on USDA Foods Program operations**

Step by Step Instruction: How to Create a Brown Box Catalog Requisition

Step by Step Instruction: How to Create a Processing Catalog Requisition

Step by Step Instruction: How to Create a Surplus Catalog Requisition

Step by Step Instruction: How to Schedule a Shipment and Complete a Shipment Verification

## 3000- ADMINISTRATION

**COMING OCTOBER 2020!** Step by Step Instruction: How to Submit a Verification Confirmation Waiver

**COMING OCTOBER 2020!** What to Expect of Your Administrative Review (SY 20-21)

Step by Step Instruction: How to Complete Daily Edit Checks

Step by Step Instruction: How to Complete the Civil Rights Compliance Form

Step by Step Instruction: How to File a Civil Rights Complaint

Step by Step Instruction: How to Process Household Applications

Step by Step Instruction: How to Identify Household Applications That Are Error-Prone

Step by Step Instruction: How to Conduct Direct Certification Using Other Documentation\*

Step by Step Instruction: How to Create a Benefit Issuance Document (BID)\*

Step by Step Instruction for Special Assistance: How to Apply for an Extension in Provision 2 or Provision 3

### **Training on Applications for State Reporting**

Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb

Step by Step Instruction: How to Apply for At-Risk Afterschool Meals for School Food Authorities

Step by Step Instruction: How to Submit a Claim in CNPWeb

# ONLINE TRAININGS: HOW-TO GUIDES



## 3000- ADMINISTRATION

### **Training on Applications for State Reporting, Continued**

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Community Eligibility Provision (CEP)

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 2

Step by Step Instruction: How to Submit a Claim in CNPWeb for Sites Operating the Special Assistance Provision 3

Step by Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification

Step by Step Instruction: How to Directly Certify a Partial Match

Step by Step Instruction: How to Conduct Direct Certification using State Match

Step by Step Instruction: How to Conduct Direct Certification using File Upload

Step by Step Instruction: How to Conduct Direct Certification using Individual Student Lookup

Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification

### **Training on Resource Management**

Step by Step Instruction: How to Complete the Capital Expenditure Pre-Approval Request Form

Step by Step Instruction: How to Complete the Excess Cash Spending Plan

Step by Step Instruction: How to Complete the Net Cash Resource Worksheet for Compliance with the Paid Lunch Equity Exemption Requirement

Step by Step Instruction: How to Complete the Non-Program Food Revenue Tool

Step by Step Instruction: How to Determine Adult Meal Prices Using the Adult Meal Pricing Tool

## 4000- COMMUNICATIONS & MARKETING

Online Course: How to Operate At-Risk Afterschool Meals for School Food Authorities

# ONLINE TRAININGS: ONLINE COURSES



## 2000- OPERATIONS

Meal or No Meal

Meal or No Meal - Breakfast Edition

## 3000- ADMINISTRATION

Director's Track: Orientation to the National School Lunch Program

Online Course: Smart Snacks and Competitive Foods Standards in Arizona

Civil Rights Compliance in Child Nutrition Programs

Online Course: Designing Your Employee Training Plan

Online Course: Verification Review

Online Course: How to Apply and Operate Special Assistance Provision 2/3 Base Year

Online Course: How to Operate Special Assistance Provision 2/3 Non-Base Year

Online Course: Implementing the Community Eligibility Provision (CEP)

COMING SOON!

## VIDEO MODULES

### **Meal Pattern Crediting *Inspired by ADE's Menu Planning Boot Camp***

Skills & Drills: Introduction to Kitchen Math: Conversions, Part 1

Skills & Drills: Introduction to Kitchen Math: Conversions, Part 2

Skills & Drills: Introduction to Kitchen Math: Yields

Skills & Drills: Weight vs. Volume

Skills & Drills: Introduction to the Food Buying Guide

Skills & Drills: Using the Food Buying Guide for Purchasing

Skills & Drills: Using the Food Buying Guide to Calculate Vegetable Components

Skills & Drills: Using the Food Buying Guide to Calculate Fruit Components

Skills & Drills: Using the Food Buying Guide to Calculate Meat/Meat Alternate Components

Skills & Drills: How to Calculate Grain Components Using Grams of Creditable Grains

Skills & Drills: How to Calculate Grain Components Using Exhibit A

Skills & Drills: Putting it Together: Recipe Analysis

# LIVE WEBINARS: PY21



## STAYING ON TRACK

*First Tuesday of every month*



**UPDATE!**

### COVID-19 STAYING ON TRACK WEBINAR SERIES

Target Audience: Any employee who is responsible for administering the school nutrition programs

*Professional Standards learning codes: vary each month based on content*

This webinar series is designed to help directors stay on track with the regulations for the National School Lunch and School Breakfast Programs. In light of the Summer Food Service Program waiver extensions through December 31, 2020, ADE will continue this webinar series, but it will instead provide an overview of the current guidance we have available from USDA and any additional information directors need to know to operate their programs during this unprecedented time. There will be reserved time at the end of the webinar for Q&A.

10/6/20	Link will be emailed once attendee is registered.	1:30pm-2:30pm
11/3/20	Link will be emailed once attendee is registered.	1:30pm-2:30pm
12/1/20	Link will be emailed once attendee is registered.	1:30pm-2:30pm
1/5/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm

## upLIFT

*Third Tuesday of every month (September-March)*



### upLIFT WEBINAR SERIES

Target Audience: All school nutrition employees

*Professional Standards learning codes: vary each month based on content*

ADE's upLIFT Webinar Series is created for YOU, the school nutrition professional, to learn and get inspired in how and what you feed your students. This year, we hope to continue to inspire you with stories from directors across the state who are staying upLIFTed during times of adversity. Each month we will feature an Arizona school nutrition program that is maintaining quality while serving meals in unique meal service operations. The link to access the webinar will be emailed once the attendee is registered.

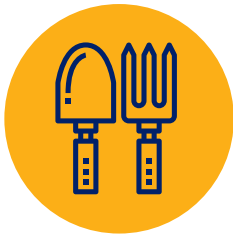
10/20/20	Stories from the Field: Osborn School District	1:30pm-2:30pm
11/17/20	Stories from the Field: TBD	1:30pm-2:30pm
12/15/20	Stories from the Field: TBD	1:30pm-2:30pm
1/19/21	Stories from the Field: TBD	1:30pm-2:30pm

# LIVE WEBINARS: PY21



## SCHOOL GARDENS

*Third Wednesday of every month*



### SCHOOL GARDEN WEBINAR SERIES

Target Audience: Nutrition or school garden educators and wellness coordinators

*Professional Standards learning code: 1230*

This new webinar series is designed to help educators and wellness coordinators learn to create and sustain school garden programs. Each webinar description can be found in EMS. The link to access the webinar will be emailed once the attendee is registered.

10/21/20	Sustainable Funding Streams for School Gardens	3:30pm-4:30pm
11/18/20	Success Stories with Joseph City USD	3:30pm-4:30pm
12/16/20	Success Stories with TBD	3:30pm-4:30pm
1/20/21	Success Stories with Prescott USD	3:30pm-4:30pm



### FARM FRESH CHALLENGE TO NSLP

Target Audience: Directors, menu planners and wellness coordinators

*Professional Standards learning codes: 1130, 1170, 1230, 3230*

This webinar is designed to help menu planners, nutrition educators, and/or wellness coordinators plan and conduct a successful Farm Fresh Challenge event. This year, due to continued COVID-19 uncertainty, the Farm Fresh Challenge will be offered October-April to ensure all SFAs have an opportunity to participate in the challenge. SFAs operating the Summer Food Service Program (SFSP) through December 2020 are invited and encouraged to participate in the challenge! Each webinar will review the challenge components, top seasonal items to purchase for NSLP/SFSP/SSO, and top food education activities to engage students. In addition, the webinars are intended to help SFAs plan for the following month's event with timely and relevant information.

10/7/20	November Prep Webinar	3:00pm-3:30pm
11/4/20	December Prep Webinar	3:00pm-3:30pm
12/2/20	January Prep Webinar	3:00pm-3:30pm
1/6/21	February Prep Webinar	3:00pm-3:30pm

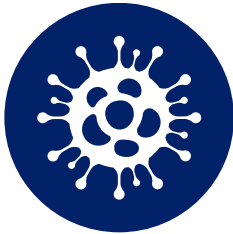


# LIVE WEBINARS: PY21



## GENERAL CONTENT

*General Content Webinars cover a variety of topics  
for School Nutrition Program employees of all levels*



### COVID-19 COMMUNICATIONS

Target Audience: Any employee who is responsible for administering the school nutrition programs

*Professional Standards learning codes: each webinar varies based on content*

ADE will continue to host webinars related to new or updated COVID-19 guidance released by USDA. Stay tuned to our COVID-19 Communications e-blasts and webpage for training announcements!

# LIVE WEBINARS: PY21



**USDA  
FOODS**

*Training on USDA Foods Program operations*



## USDA FOODS myFOODS NEW USER TRAINING

Target Audience: Employees who are eligible to order foods through the USDA Foods Program for their school or district

*Professional Standards learning codes: 2430, 2440*

This hands-on training covers all aspects of myFOODS, the ADE order management system. Trainers will provide an overview of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, eligible participants will be provided access to the myFOODS ordering system.

10/15/20	Link will be emailed once attendee is registered.	1:30pm-3:30pm
11/12/20	Link will be emailed once attendee is registered.	1:30pm-3:30pm
12/3/20	Link will be emailed once attendee is registered.	1:30pm-3:30pm
1/21/21	Link will be emailed once attendee is registered.	1:30pm-3:30pm



## USDA FOODS myFOODS REFRESH TRAINING

Target Audience: Returning users who are eligible to order foods through the USDA Foods Program for their school or district

*Professional Standards learning codes: 2430, 2440*

Trainers will provide a refresher of the USDA Foods Program and all functions of the myFOODS ordering system. After completion of this training, returning users will be prepared to use myFOODS for PY 21.

10/22/20	Link will be emailed once attendee is registered.	1:30pm-2:30pm
1/14/21	Link will be emailed once attendee is registered.	1:30pm-2:30pm

# RECORDED WEBINARS: PY20 AND EARLIER



## 1000- NUTRITION

Baby Steps to a Better Menu 

Eat Your Fruits and Veggies! 

Making Sense of the Whole Grain Flexibilities in School Year 2019-2020

Nutrition Education for Your Fresh Fruit and Vegetable Program (FFVP)

Preschool Meal Pattern for School Food Authorities

Serving Smoothies in the School Nutrition Programs - Coming Soon!

Standout Story: Whole Grains 

Starting a Salad Bar, Part 1 – The Why 

The What, Why and How of Smart Snacks

Using Taste Tests and Surveys to Engage Students in School Meals 

What to Look For: Nutrition Facts Labels and Ingredient Lists 

## 2000- OPERATIONS

Buy American Provision

CN Labels and Product Formulation Statements

Production Record Overview

Recognizing a Reimbursable Breakfast Meal at the Point of Service

Recognizing a Reimbursable Meal at the Point of Service

Salad Bars in the School Nutrition Programs

Using Appropriate Serving Utensils

## 3000- ADMINISTRATION

Building a Service Plan for Your Fresh Fruit and Vegetable Program (FFVP)

Equipment for Your School Breakfast Program

Implementing Alternative Service Models in Your School Breakfast Program

Local Wellness Policy Assessment: Making it Meaningful

Local Wellness Policy Final Rule: Guidance and Tools From ADE

Professional Standards 101

Smart Snacks

Starting a Salad Bar, Part 2 – The How 

# RECORDED WEBINARS: PY20 AND EARLIER



## 3000- ADMINISTRATION

### Webinars on Applications for State Reporting

CNP Direct Certification Enhancements

Direct Certification Best Practices

## 4000- COMMUNICATIONS & MARKETING

#PlanYourBrand: Branding Your School Nutrition Programs 

Promoting Your Child Nutrition Programs